

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

## Public / Non-DoD Access to RTD Web and ETID

March 2012

Cynthia Gremban-Barnaby

DSN 661-5655, or 269 961 5655

[Cynthia.Gremban-Barnaby@dla.mil](mailto:Cynthia.Gremban-Barnaby@dla.mil)



# SUMMARY

- **WHAT**: Customers need to request access
- **WHY**: To access RTD Web & ETID
- **HOW**: AMPS  
(<https://amps.dla.mil>)
- **WHEN**: Registration will begin soon. For info go to <http://www.dispositionservices.dla.mil/>
- **WHERE**: Once the registration process is complete, customers will log in using the DLA



# Summary

## External Portal

## Internal Portal

| DoD User & DoD Contractor  | Public/Non-DoD  | DLA Employee  |
|--|---|---|
| Use CAC Card   | Create User ID & password                                       | Use CAC Card  |
| Requires supervisor name & security officer & IA completion date | Requires less data for the AMPS registration process            | Requires the entire DLA AMPS registration process   |
| <a href="https://business.dla.mil">https://business.dla.mil</a>  | <a href="https://business.dla.mil">https://business.dla.mil</a> | <a href="https://pep1.bsm.dla.mil/irj">https://pep1.bsm.dla.mil/irj</a>   |
| Only request the RTD and ETID Roles                              | Only request the RTD and ETID Roles                             | Request <b><u>BOTH</u></b> the <b><u>Internal Portal</u></b> RTD role (JD-854) and/or ETID role (JD-856) <b><u>PLUS</u></b> the required RTD & ETID roles |
| RTD Customer Role (DDS 413) and/or ETID                          | RTD Customer Role (DDS 413) and/or                              | RTD Customer Screener (DDS 360)   |



# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - **You will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form.**



# Sources of Info


- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil> ) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page called “Change” that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.





# DLA Enterprise External Business Portal

This is a screenshot of the DLA Enterprise External Business Portal, that provides external customers with a single point of access to DLA <https://business.dla.mil>



**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Thursday, February 24, 2011  
DLA Systems

**DLA Enterprise  
Business External Portal**

**Registered Users  
Login Here**

**WE ARE  
DLA**

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT ENHANCEMENT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

**DLA DISPOSITION SERVICES**

Welcome to the DLA Disposition Services Information Page

This information page allows the military services, federal government and state/local governments to use web-based applications to search our inventory for reuse and transfer of items, or the general public to participate in our sales program or bid on contracts to provided services. Military service members can also use these applications to turn in useable or scrap property or obtain environmental/hazardous disposal guidance.

CREATE AN ACCOUNT TO ACCESS THE FOLLOWING:  
You must create an account to access the applications listed below. Please read and follow these step-by-step instructions and then create an account by clicking here. Account approval time varies.


- Electronic Turn-In Document (ETID): Submit, update, and review documents required for turning in property and scrap from the military services
- Reutilization, Transfer, Donation (RTD): Access our inventory of property available to military, federal, state and local agencies, and qualified organizations
- Reports: Access DLA Disposition Services Customer Reports.


CLICK THE LINKS BELOW FOR INFORMATION ON THE FOLLOWING:  
Sales: to access property available for sale to the general public  
Hazardous Waste Contracts: for information about disposing of hazardous property or bidding on contracts for hazardous waste removal  
Scheduler: request an appointment to bring scrap or usable property to a nearby DLA Disposition Services Field Office

Not familiar with our services? Please visit our website for more information about our disposal solutions and property available.

**DIRECTOR'S GUIDANCE 2011**

**MULTIMEDIA**

  
DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

  
See why DLA is the American military's global logistics provider. (Music only)


[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)





# DLA Disposition Services

This is the DLA Disposition Services External webpage. Customer information is currently under the FAQ link. Eventually, there will be a link called "Change". There will be a link that will provide Job




## DEFENSE LOGISTICS AGENCY Disposition Services

[Site Index](#) | [Policy Statements](#) | [FOIA](#) | [Contact Us](#)

search

Home

- DLA Disposition Services HOME
- DLA Disposition Services Locations
- Military/Government Usable Property Turn-Ins
- Military/Government Scrap Property Turn-Ins
- Schedule Property Turn-In
- Electronic Turn-In Document (ETID)
- eDocs Document Management
- Property Search for Military, Federal, State & Special Programs
- MILSTRIP Search
- Recycling Control Point (RCP)
- Demil B & Q Long Term Storage
- Property for Sale to Public
- Contracting
- Environmental/Hazardous Disposal Guidance

 Find us on Facebook





**MILLION DOLLAR BOARD!**

\*The transition to the Electronic Document Storage System (eDocs) is complete. This is the system you will use for document management. WebDocs is no longer available.

[ABOUT US](#) | [PUBLIC AFFAIRS](#) | [PUBLICATIONS](#) | **[FAQS](#)**

### Welcome

**NEWS ALERT!**  
Check our [FAQ page](#) for the latest RBI information as we transition to a new business system.



**DoD's Provider of Choice for Worldwide Reuse, Recycling and Disposal Solutions**

**Mission Statement:** DLA Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

**Vision Statement:** DLA Disposition Services will be the preferred choice for worldwide reuse and disposal solutions, and an integral partner in safeguarding national security and improving efficiency and effectiveness in the global supply chain.

DLA Disposition Services (formerly known as the Defense Reutilization and Marketing Service) is part of the Defense Logistics Agency. Our mission is to anticipate needs and deliver great performance to our customers through the



# What is AMPS

- **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems**
- **The goal of the system is to improve efficiency in the account management process, improve system security and eventually eliminate manual access requests.**
- **In order to be granted access users must submit an AMPS request.**
- **AMPS includes an automated approval process (supervisors, Security, Data Owners, Verification IA Trg Completed)**
- **Users are notified of the status of their requests**
- **Security Officers can adjust user access to coincide with changes in user IT Levels**



# Important AMPS Application Notes

**Before you begin the AMPS Request Process, note the following important details of the AMPS Application:**

- 1. After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.**
- 2. Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the 'Back' button on the bottom of the page.**
- 3. Make sure to fill out all of the required fields marked with an asterisk (\*).**  
**The application will not notify you of errors until the last page.**
- 4. When entering dates, use the calendar button to ensure the correct format**



# AMPS Request - Login

1. Go to the AMPS URL: <https://amps.dla.mil>. There is also a link on the DLA Enterprise External Portal that will bring you to the AMPS Login Page.

2. Select "First Time in AMPS".



## AMPS Login



### First Time In AMPS? Click Here to Register

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS. Read the appropriate user guide for step by step instructions.

### Forgot your User ID? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID

### User Guides

-  EBS Collaboration
-  Fusion Center
-  BSM-E (Energy FES, PORTS, FMD-Express)

Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP

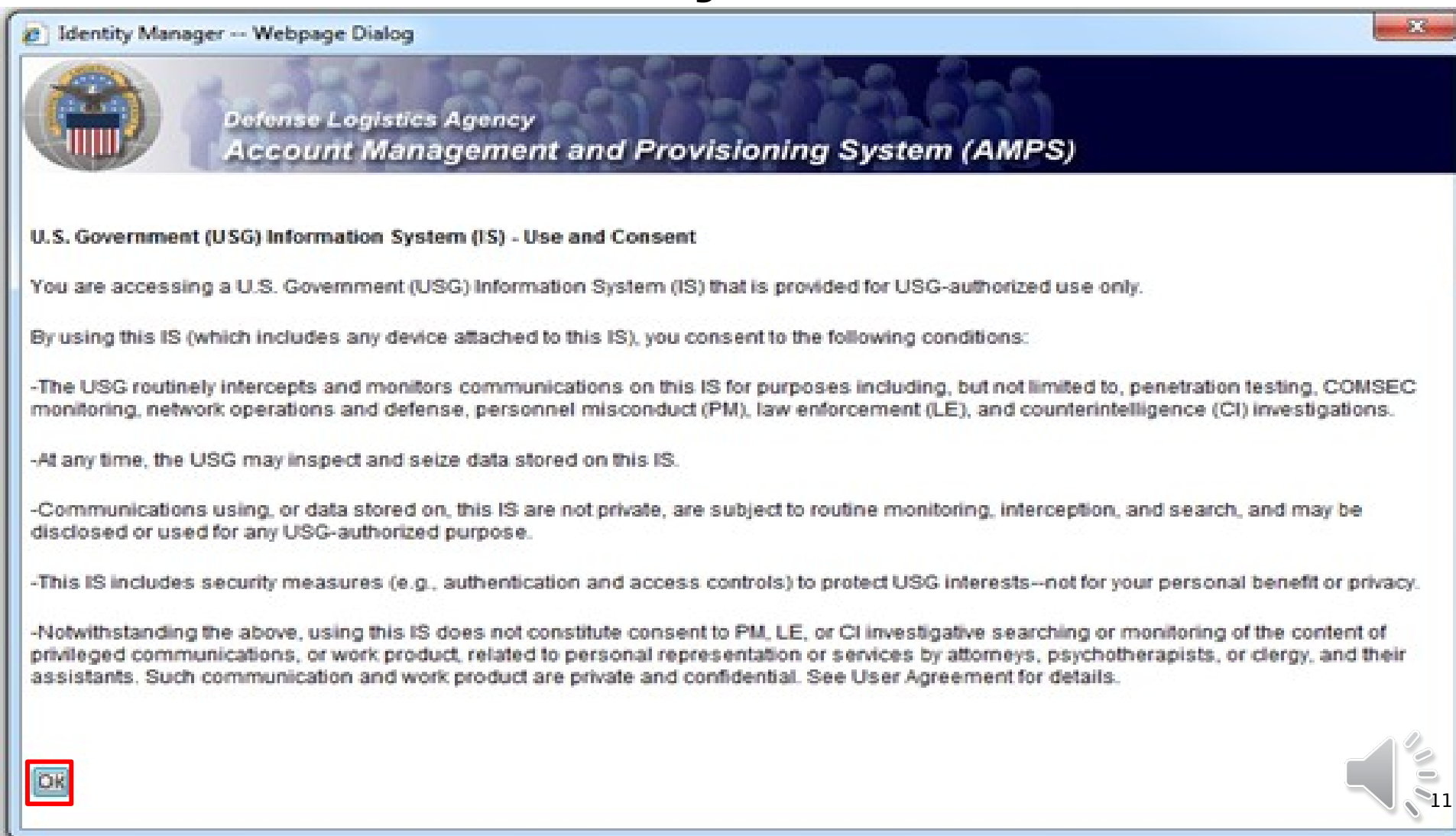
User ID

Password

[Forgot Password?](#)

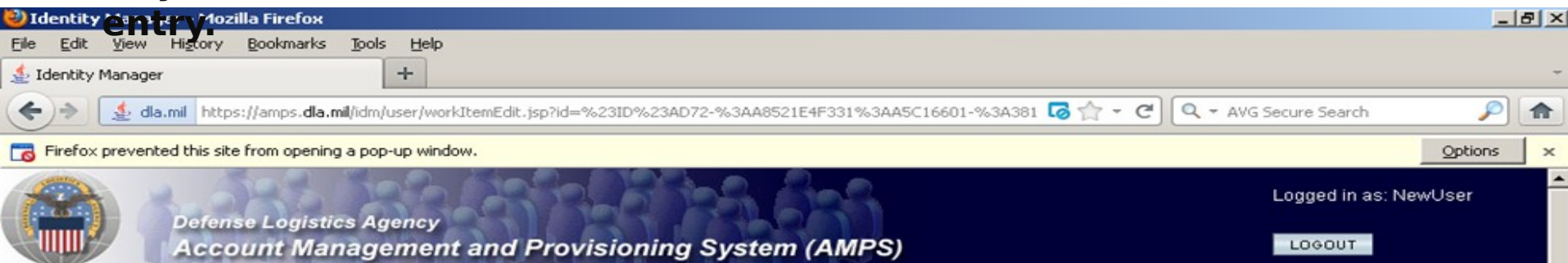
# AMPS Request - Login

**1. This screen shot shows what will happen after you select First Time in AMPS. Click “OK” after reading the “Use and Consent” Statement.**



# AMPS First Time User

**1. Select “Public/Non-DoD”. This screen shot shows the three different ways to enter and it is where the customer will select their mode of entry.**



## AMPS First Time User Access

### If you have a DoD issued Common Access Card (CAC):

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

### Attention DLA Employees or Contractors:

This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

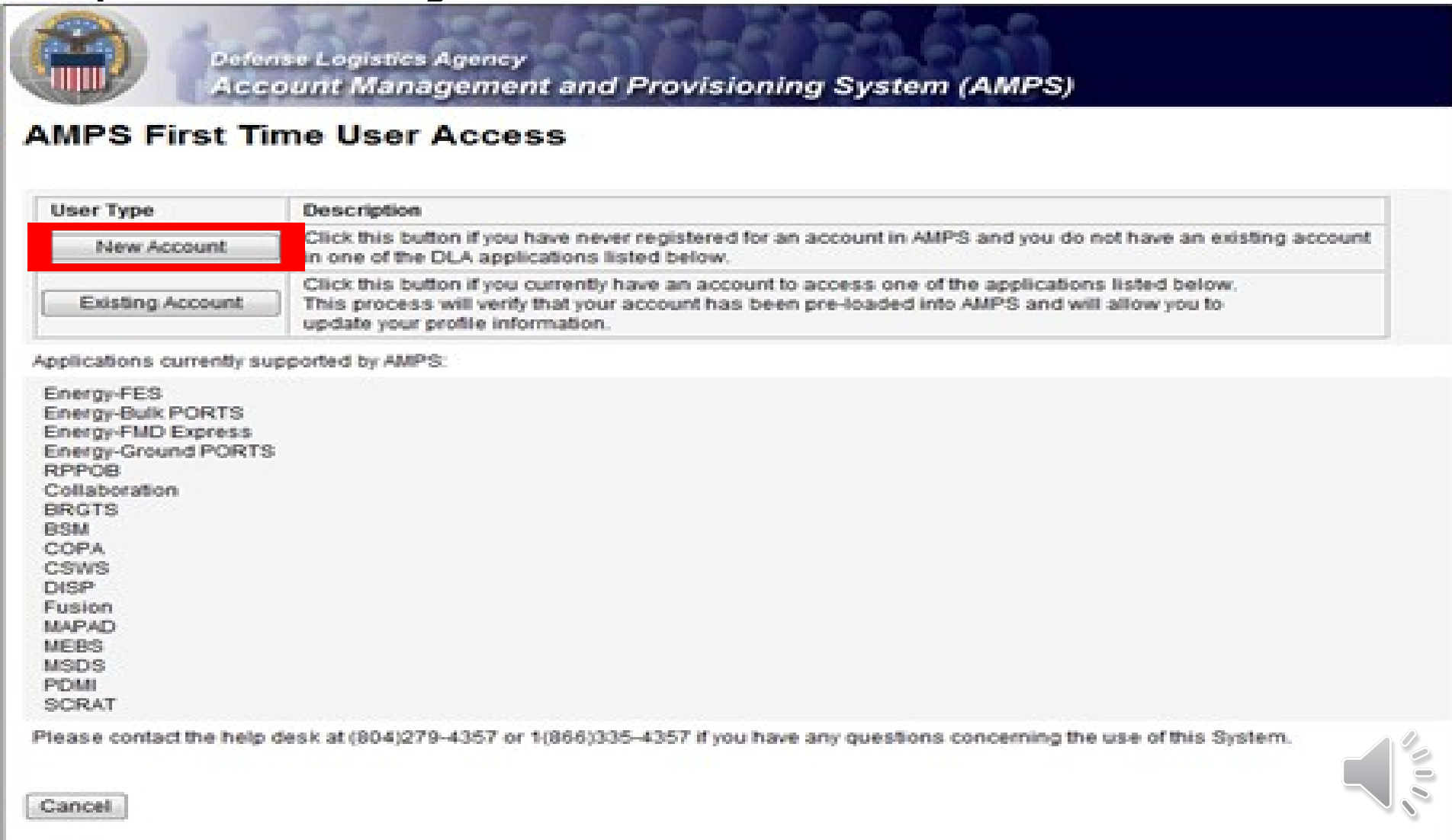
| User Type           | Description  |
|---------------------|--|
| DoD User/Contractor | Most users should click this button. Select this if you are a member of the Armed Services, a DoD civilian employee, or a DoD contractor. You will need to provide information about yourself as well as your supervisor and local security officer as required by DISA Form 2875.   |
| Supplier/Vendor     | Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.   |
| Public/Non-DOD      | Click this button if you are a Non-Department of Defense (DOD) User desiring to register for an account with DLA. A Non-DOD User is not a vendor nor supplier nor a part of any of the Armed Services. You will be required to provide a few facts about you and your organization to register and request access to DLA applications. |

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.



# AMPS New Account

**1. Select “New Account”** This is where the customer would start the process of creating a new AMPS account.



The screenshot shows the 'AMPS First Time User Access' screen. At the top is a banner with the Defense Logistics Agency logo and the text 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. Below the banner is a table with two columns: 'User Type' and 'Description'. The 'New Account' button is highlighted with a red box. Below the table is a list of applications supported by AMPS. At the bottom, there is a 'Cancel' button and a speaker icon.


| User Type          | Description  |
|--------------------|--|
| <b>New Account</b> | Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.   |
| Existing Account   | Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information. |

Applications currently supported by AMPS:

- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPPOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- POMI
- SCRAT

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

Cancel





# AMPS Privacy Act Statement

**1. This shows a Privacy Act Statement in which the customer should Select “Continue” to move on in their process.**



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

## Privacy Act Statement

**Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/lda>.

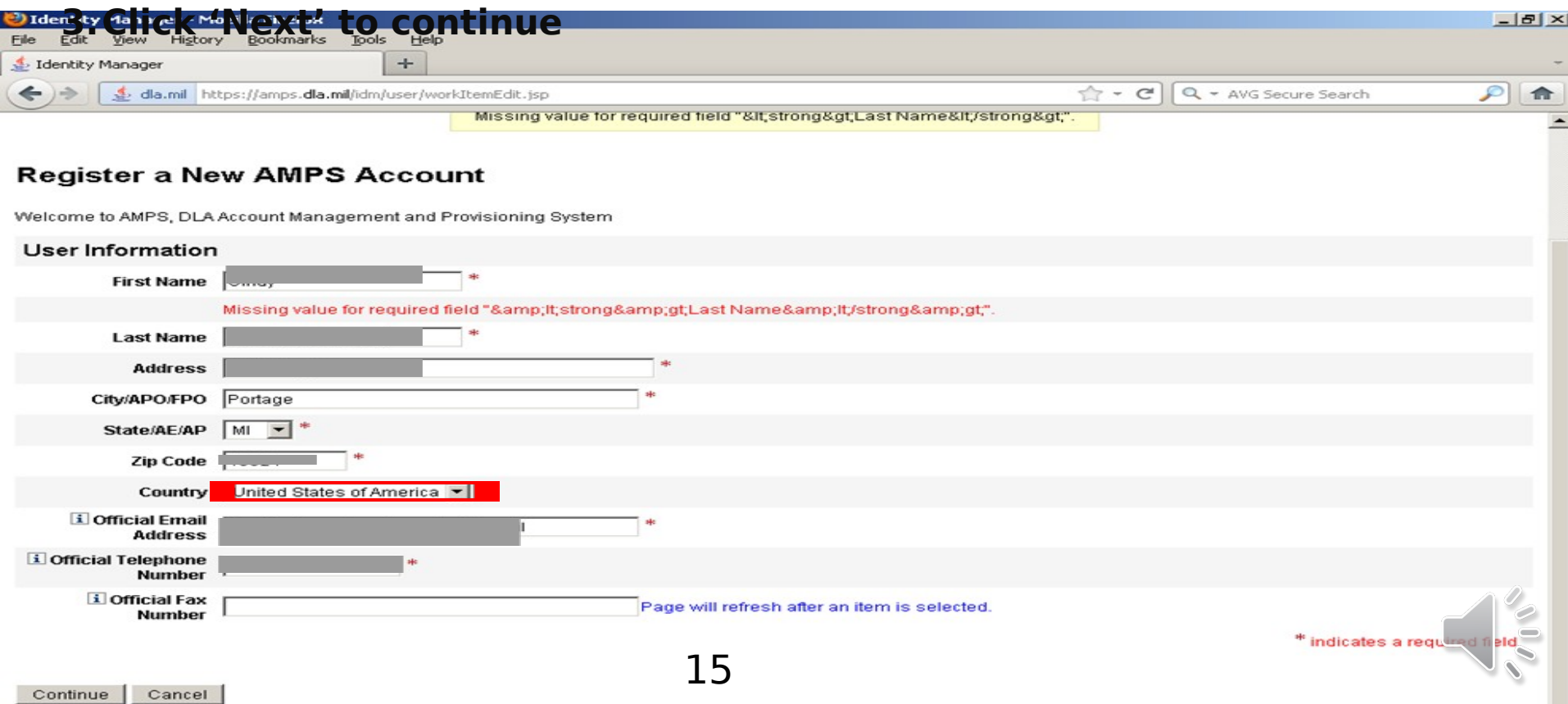
Submission Date

Tuesday, February 21, 2012 1:38:09 PM EST



# AMPS Registration

1. Complete **ALL** items identified with a red \*. This screen shows the mandatory fields that must be completed. An error message will appear if all fields with a red \* are not filled out. Make sure that the country field identifies "United States of America" if you are in CONUS.
2. When you identify your User Type (i.e., Military, Civilian, or Contractor) the screen will refresh and ask for additional information.
3. Click 'Next' to continue



Identity Manager

File Edit View History Bookmarks Tools Help

dlamila https://amps.dla.mil/idm/user/workItemEdit.jsp

Missing value for required field "<strong>Last Name</strong>".

## Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

### User Information

First Name \*

Missing value for required field "<strong>Last Name</strong>".

Last Name \*

Address \*

City/APO/FPO \*

State/AE/AP MI \*

Zip Code \*

Country United States of America

Official Email Address \*

Official Telephone Number \*

Official Fax Number

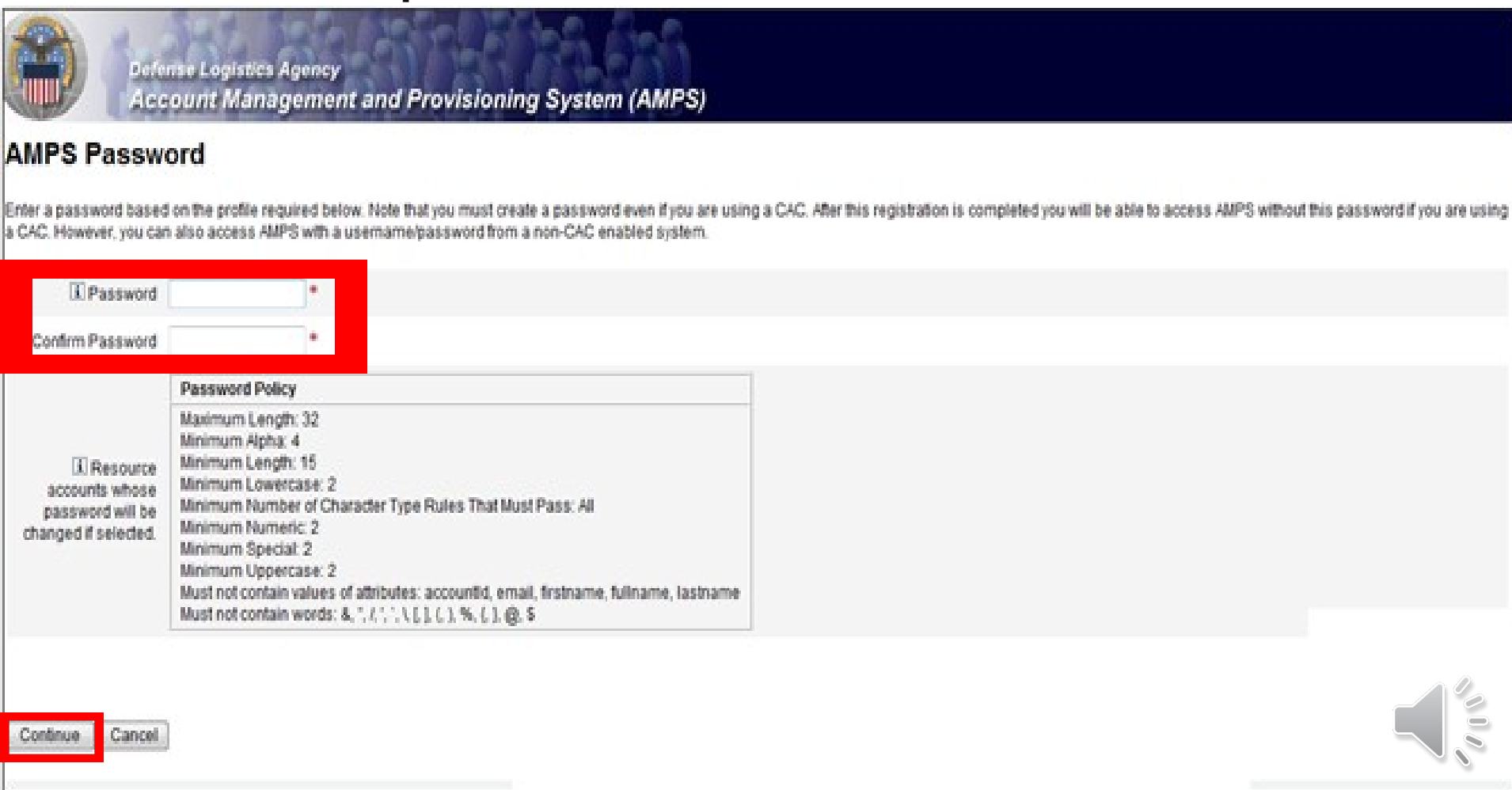
Page will refresh after an item is selected.

\* indicates a required field


Continue Cancel

# AMPS Password

1. This screen shot shows where the customer would create a new password in the “Password” text box. If it does not meet the criteria, you will receive an error message.
2. Enter the same password in the “Confirm Password” text box and



The screenshot shows the AMPS Password creation interface. At the top, there is a header for the Defense Logistics Agency Account Management and Provisioning System (AMPS). Below the header, the title "AMPS Password" is displayed. A paragraph of instructions explains that a password must be created, even if using a CAC, and that the password will be used for access after registration. The main form contains two text boxes: "Password" and "Confirm Password", both with red asterisks indicating required fields. A red box highlights these two fields. Below the form, a "Password Policy" section lists requirements: Maximum Length: 32, Minimum Alpha: 4, Minimum Length: 15, Minimum Lowercase: 2, Minimum Number of Character Type Rules That Must Pass: All, Minimum Numeric: 2, Minimum Special: 2, Minimum Uppercase: 2, Must not contain values of attributes: accountId, email, firstname, fullname, lastname, and Must not contain words: &, ", /, ' \ [ ] ( ) %, { }, @, \$. A red box highlights the "Continue" button at the bottom left. A speaker icon is located in the bottom right corner.

 Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.


Password \*

Confirm Password \*

☐ Resource accounts whose password will be changed if selected.

**Password Policy**

- Maximum Length: 32
- Minimum Alpha: 4
- Minimum Length: 15
- Minimum Lowercase: 2
- Minimum Number of Character Type Rules That Must Pass: All
- Minimum Numeric: 2
- Minimum Special: 2
- Minimum Uppercase: 2
- Must not contain values of attributes: accountId, email, firstname, fullname, lastname
- Must not contain words: &, ", /, ' \ [ ] ( ) %, { }, @, \$



# AMPS Authentication Questions

1. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk.
2. Answer the questions and select "Continue". This screen shot shows the page where the customer will answer the three questions.



## AMPS Password

Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

### Authentication Questions

Please answer the following questions. Answers will be automatically converted to upper-case.

| Question                     | Answer               |
|------------------------------|----------------------|
| What is your favorite color? | <input type="text"/> |
| What city were you born in?  | <input type="text"/> |
| What is your favorite movie? | <input type="text"/> |



# AMPS Registration is COMPLETE

1. AMPS will display this page indicating that the registration process is complete. Make note of your User ID.
2. Select 'Leave AMPS Registration'
3. You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted.
4. Note: If any of the personal information provided when creating an AMPS account should change, it is the responsibility of the user to update this information in AMPS.
5. **IMPORTANT** Note your User ID.



## Inbox Item Edit

Thank you for registering

Last Name

First Name

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and the password that you provided during registration.

User ID

Click here to leave registration pages and log into AMPS [Leave AMPS Registration](#)





# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - **After the systems are in session, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form.**

# Roles SUMMARY

- **ROLES:** In order to access RTD Web, ETID or Reports, you must request one of the following roles in AMPS
  - **RTD Customer (DDS 413)**
  - **ETID Customer (DDS 514)**
  - **As additional roles become available, information will be posted on the Disposition Services Web Page at <http://www.dispositionservices.dla.mil/>**



# AMPS Main Menu

1. On this screen the customer would click 'Request Role' to begin their

Identity Manager - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Identity Manager +

https://amps.dla.mil/idm/user/main.jsp

AVG Secure Search

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Welcome Cindy. Please select from one of the following options.

**Attention:**

Main

|  |  |
|--|--|
| Request or Update Access to an Application   | <a href="#">Request a Non-DOD User Role</a>                |
| Request Removal of Your Access to an Application                                   | <a href="#">Remove Role</a>                                |
| Update Your AMPS Profile   | <a href="#">Update AMPS Profile</a>                        |
| Change AMPS and/or Application Passwords (This Does Not Work for All Applications) | <a href="#">Change Password</a>                            |
| Update Challenge Questions   | <a href="#">Change Answers to Authentication Questions</a> |
| Need Some Guidance? Look at the Job Aids   | <a href="#">View Job Aids</a>                              |

AMPS Corner Application

AMPS News:

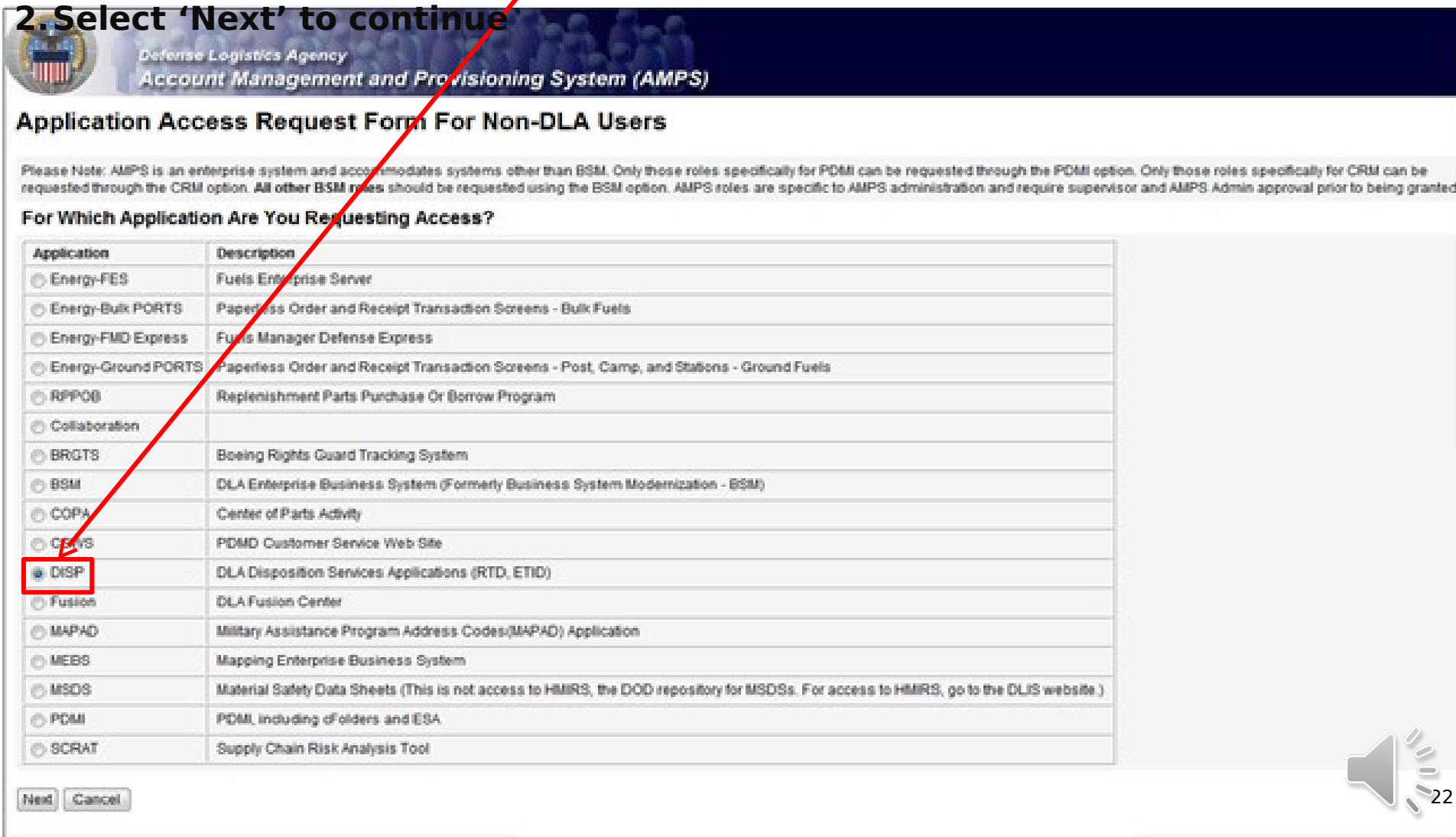
Page Last Refreshed at: 1

AMPS Version 11.0 (IDM 8

Home FAQ Privacy/Security 508 Compliance Contact Us

# Application Access - Application Selection

1. Select the radio button labeled 'DISP'. This list shows different applications that are used.
2. Select 'Next' to continue



**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

## Application Access Request Form For Non-DLA Users

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDMI can be requested through the PDMI option. Only those roles specifically for CRM can be requested through the CRM option. All other BSM roles should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

**For Which Application Are You Requesting Access?**

| Application                               | Description   |
|---|---|
| <input type="radio"/> Energy-FES          | Fuels Enterprise Server   |
| <input type="radio"/> Energy-Bulk PORTS   | Paperless Order and Receipt Transaction Screens - Bulk Fuels  |
| <input type="radio"/> Energy-FMD Express  | Fuels Manager Defense Express   |
| <input type="radio"/> Energy-Ground PORTS | Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels   |
| <input type="radio"/> RPPCB               | Replenishment Parts Purchase Or Borrow Program  |
| <input type="radio"/> Collaboration       |   |
| <input type="radio"/> BRGTS               | Boeing Rights Guard Tracking System   |
| <input type="radio"/> BSM                 | DLA Enterprise Business System (Formerly Business System Modernization - BSM)   |
| <input type="radio"/> COPA                | Center of Parts Activity  |
| <input type="radio"/> COWS                | PDMD Customer Service Web Site  |
| <input checked="" type="radio"/> DISP     | DLA Disposition Services Applications (RTD, ETID)   |
| <input type="radio"/> Fusion              | DLA Fusion Center   |
| <input type="radio"/> MAPAD               | Military Assistance Program Address Codes(MAPAD) Application  |
| <input type="radio"/> MEBS                | Mapping Enterprise Business System  |
| <input type="radio"/> MSDS                | Material Safety Data Sheets (This is not access to HMIRS, the DOD repository for MSDSs. For access to HMIRS, go to the DLIS website.) |
| <input type="radio"/> PDMI                | PDMI, including eFolders and IESA   |
| <input type="radio"/> SCRAT               | Supply Chain Risk Analysis Tool   |

**Next Cancel**

# Application Access - Environment Selection

1. Select the radio button labeled 'Production'
2. Click 'Next' to continue



The screenshot shows the 'Application Access Request Form Wizard' interface. At the top, there is a header bar with the Defense Logistics Agency (DLA) logo on the left, the text 'Defense Logistics Agency Account Management and Provisioning System (AMPS)' in the center, and 'Logged in as: HA94592' with a 'LOGOUT' button on the right. Below the header, the title 'Application Access Request Form Wizard' is displayed. The main section is titled 'In Which Environment Do You Require Access?'. It contains two radio button options: 'Production' (which is selected and highlighted with a red box and a red arrow) and 'Development'. A small asterisk is placed below the 'Development' option. Below the radio buttons, a message states 'Page will refresh after an item is selected.' At the bottom of the form, there are three buttons: 'Back', 'Next' (highlighted with a red box), and 'Cancel'. A red arrow points from the 'Next' button in the instructions to the 'Next' button on the form. In the bottom right corner of the form area, a note states '\* indicates a required field'. At the very bottom of the page, there is a navigation bar with links for 'Home', 'FAQ', 'Privacy/Security', '508 Compliance', and 'Contact Us'.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: HA94592  
LOGOUT

## Application Access Request Form Wizard

In Which Environment Do You Require Access?

☒ Production

☐ Development \*

Page will refresh after an item is selected.

\* indicates a required field

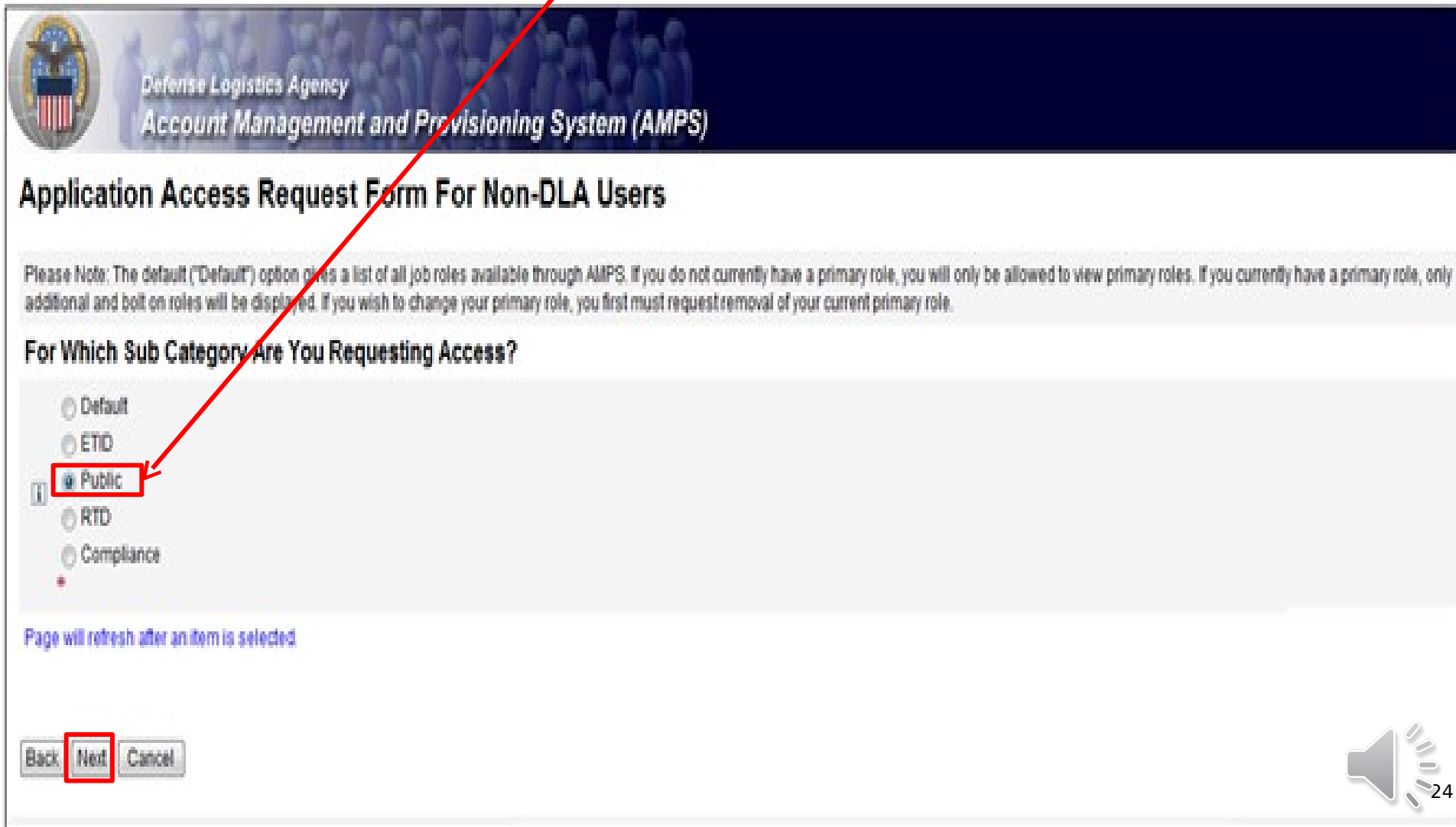
Back Next Cancel


[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)



# Application Access - Sub Category Selection

1. Select the radio button labeled 'Public'
2. Click 'Next' to continue



 Defense Logistics Agency  
Account Management and Provisioning System (AMPS)


## Application Access Request Form For Non-DLA Users

Please Note: The default ("Default") option gives a list of all job roles available through AMPS. If you do not currently have a primary role, you will only be allowed to view primary roles. If you currently have a primary role, only additional and bolt on roles will be displayed. If you wish to change your primary role, you first must request removal of your current primary role.

**For Which Sub Category Are You Requesting Access?**

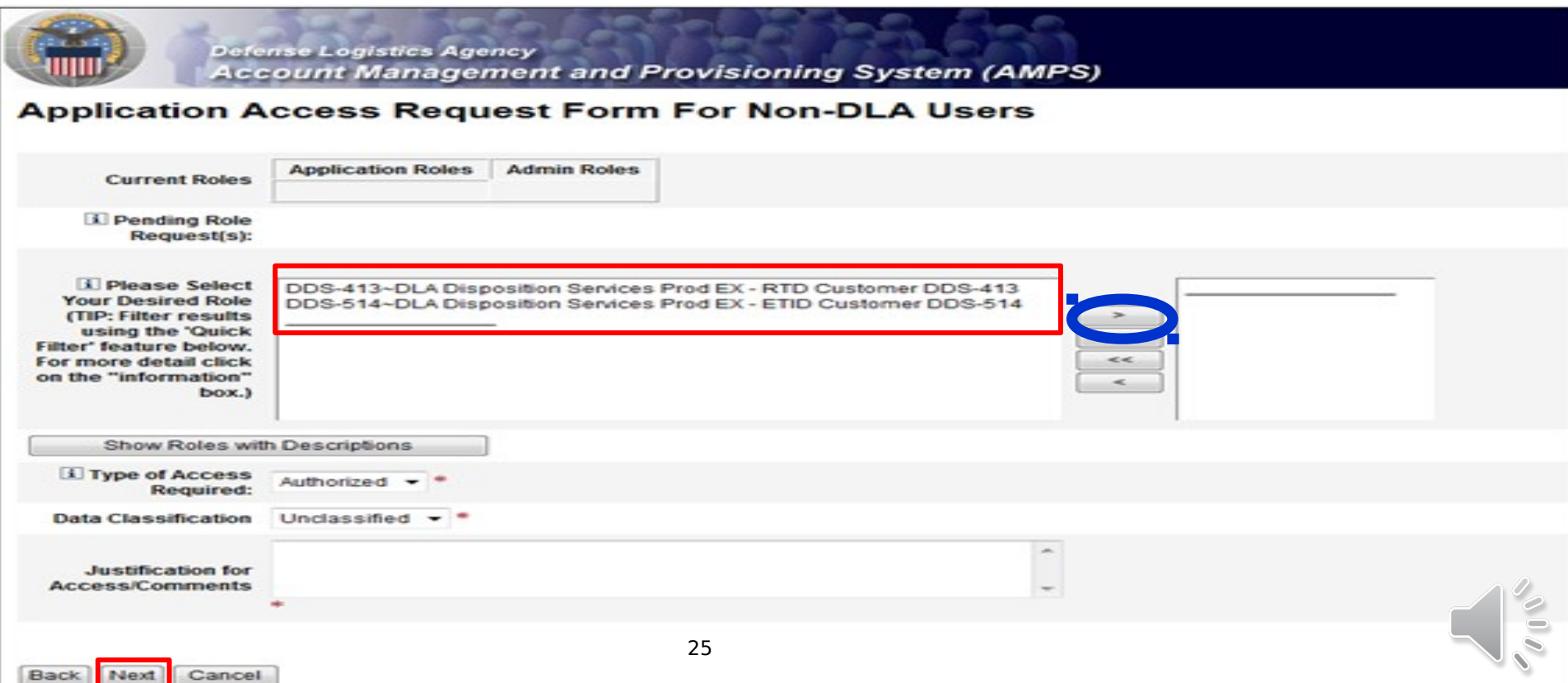
- ☐ Default
- ☐ ETD
- ☒ Public
- ☐ RTD
- ☐ Compliance

Page will refresh after an item is selected.



# Application Access -Role Selection

1. On this page AMPS will display the roles available to you.
2. Select your desired role from the list on the left and click the > button to move the role to the list on the right.
3. Ensure 'Authorized' and 'Unclassified' are selected
4. Enter a brief explanation of why you are requesting the role in the 'Justification for Access/ Comments' box
5. Click 'Next' to continue



The screenshot shows the 'Application Access Request Form For Non-DLA Users' in the Defense Logistics Agency Account Management and Provisioning System (AMPS). The form includes sections for 'Current Roles', 'Application Roles', and 'Admin Roles'. A list of roles is displayed, with 'DDS-413-DLA Disposition Services Prod EX - RTD Customer DDS-413' and 'DDS-514-DLA Disposition Services Prod EX - ETID Customer DDS-514' highlighted by a red box. A blue circle highlights the right arrow button used to move roles. Below the roles list, there are dropdown menus for 'Type of Access Required' (set to 'Authorized') and 'Data Classification' (set to 'Unclassified'). A text area for 'Justification for Access/Comments' is also visible. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons, with the 'Next' button highlighted by a red box.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Current Roles Application Roles Admin Roles

Pending Role Request(s):

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)

DDS-413-DLA Disposition Services Prod EX - RTD Customer DDS-413  
DDS-514-DLA Disposition Services Prod EX - ETID Customer DDS-514

Show Roles with Descriptions

Type of Access Required: Authorized

Data Classification: Unclassified

Justification for Access/Comments

Back Next Cancel



# Information Disclosure Agreement

**1. An information screen will be displayed. This information screen lists the authority and rules under which information is collected and used.**

**2. Click the 'Next' button to continue**



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

## Application Access Request Form For Non-DLA Users

**Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notice/blanket-uses.html>.

**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notice/dla>.


Submission Date

Tuesday, February 21, 2012 12:26:23 PM EST



# Application Access - User Information

1. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct
2. Note: Fields with a red asterisk (\*) are required.
3. Click 'Next' to continue




Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Application Access Request Form - User - External

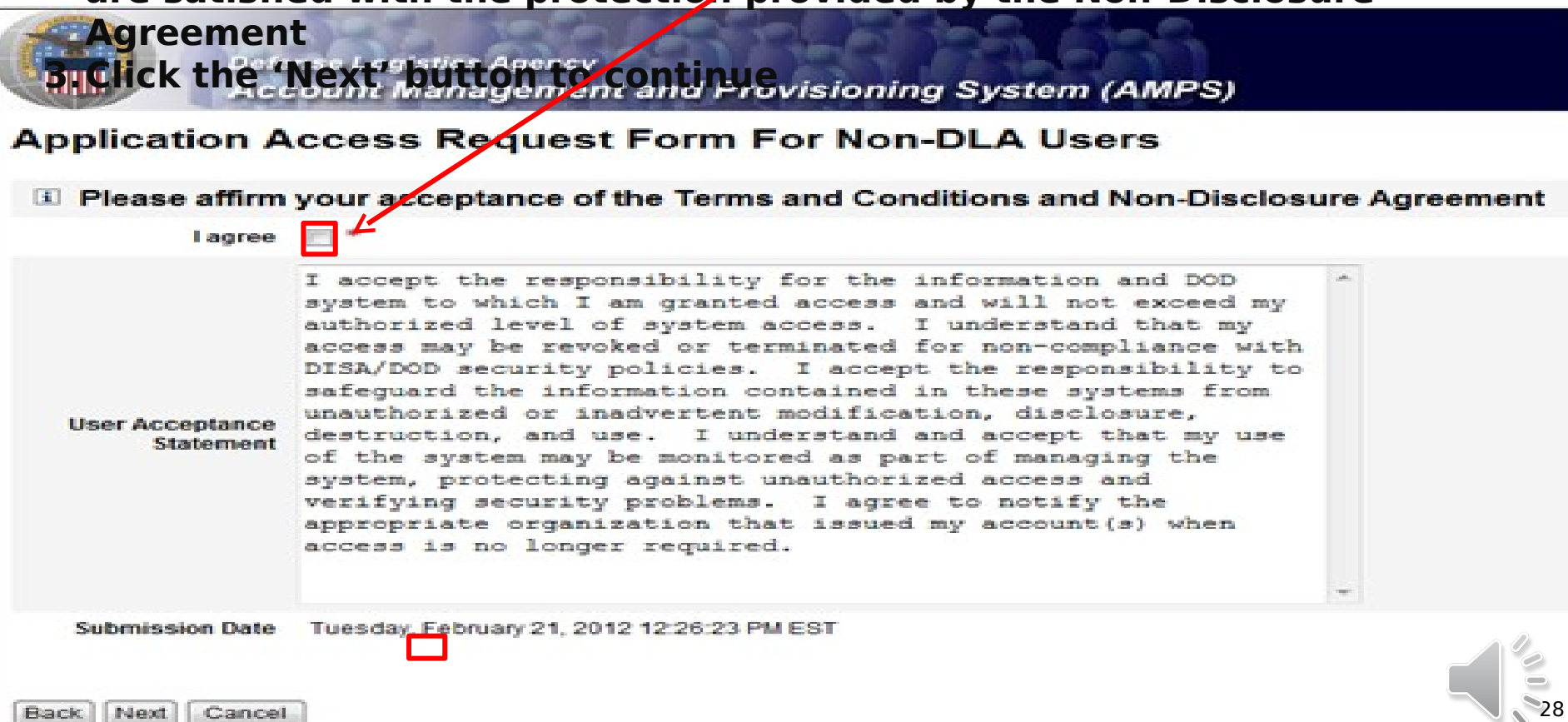
### Tell Us About Yourself

|                           |   |             |   |
|---------------------------|---|-------------|---|
| Citizenship               | <input type="text" value="-- Please Select --"/> * Page will refresh after an item is selected. |             |   |
| Last Name                 | <input type="text" value="Doe"/>  | First Name  | <input type="text" value="Jane"/> <input type="text" value="MI"/>     |
| Official Address          |   |             |   |
| Street                    | <input type="text" value="1234 A Str"/>   |             |   |
| City/APO/FPO              | <input type="text" value="City"/> *   | State/AE/AP | <input type="text" value="N/A"/> * <input type="text" value="12345"/> |
| Country                   | <input type="text" value="United States of America"/>   |             |   |
| Official Email Address    | <input type="text" value="janedoe2@gmail.com"/> *   |             |   |
| Official Telephone Number | <input type="text" value="123-123-1234"/> * Page will refresh after an item is selected.        |             |   |



# Terms & Conditions

1. AMPS will open a page to display the Terms and Conditions and Non-Disclosure Agreement. Read the User Acceptance Statement and the Non-Disclosure Statement
2. Click the 'I Agree' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
3. Click the 'Next' button to continue



**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

**Application Access Request Form For Non-DLA Users**

**Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement**

I agree ☐

**User Acceptance Statement**

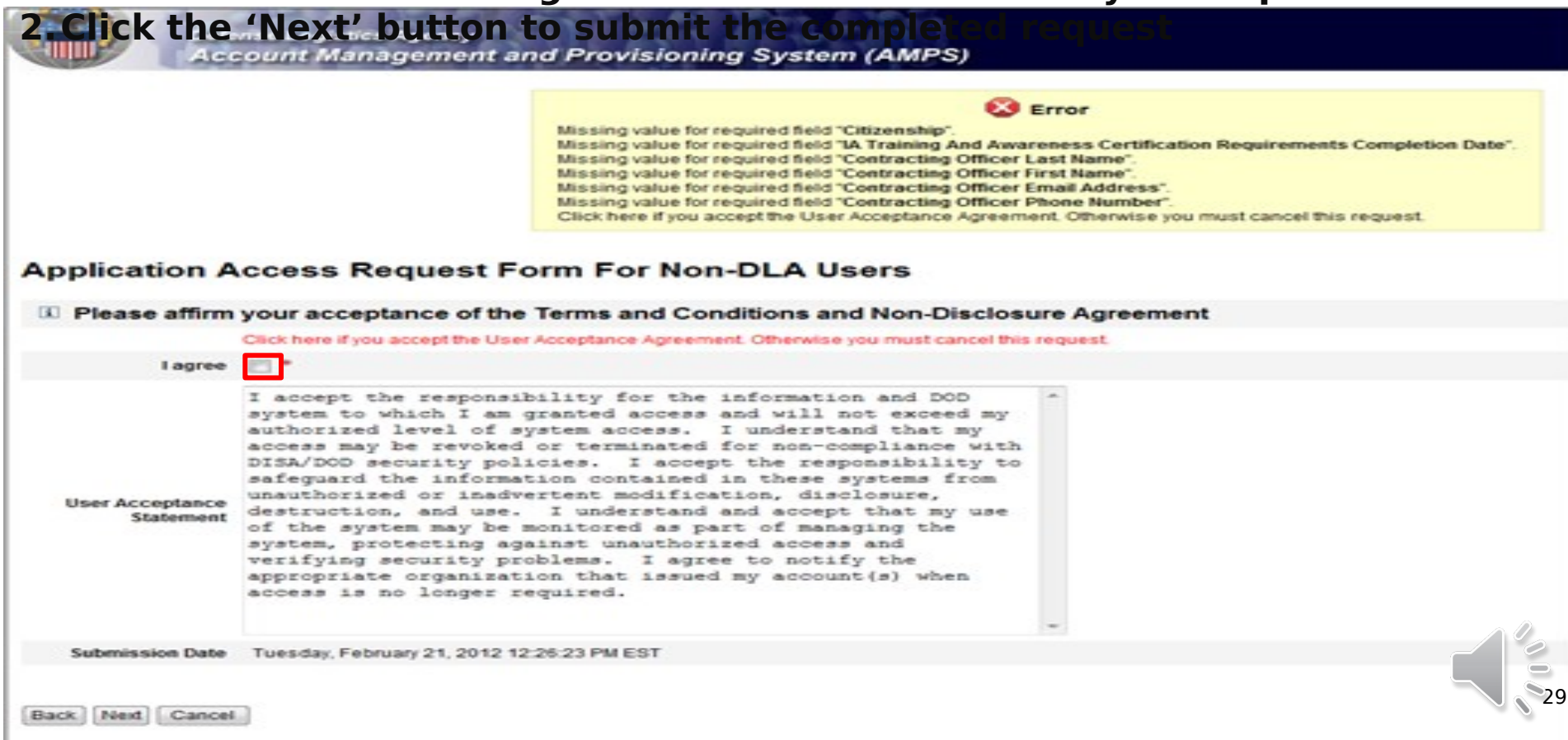
I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

**Submission Date** Tuesday, February 21, 2012 12:26:23 PM EST



# Error Messages

1. Error messages will display in red if there is any missing information in your request. In the example below, fields were left blank, resulting in the errors listed. To eliminate the error messages, use the 'Back' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request.
2. Click the 'Next' button to submit the completed request



**Account Management and Provisioning System (AMPS)**

**Error**

Missing value for required field "Citizenship".  
Missing value for required field "IA Training And Awareness Certification Requirements Completion Date".  
Missing value for required field "Contracting Officer Last Name".  
Missing value for required field "Contracting Officer First Name".  
Missing value for required field "Contracting Officer Email Address".  
Missing value for required field "Contracting Officer Phone Number".  
Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

**Application Access Request Form For Non-DLA Users**

☒ Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

I agree ☒


**User Acceptance Statement**

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

**Submission Date** Tuesday, February 21, 2012 12:26:23 PM EST

# Role Request Confirmation

1. Note your SAAR number for future reference
2. Click 'Submit' to submit your AMPS Request
3. An email confirmation will be sent to you
4. Congratulations! You submitted your AMPS Request!



**Inbox Item Edit**

Click [Submit] below to complete your request.  
Your request will NOT be submitted unless you click [Submit].

Please note the SAAR number of your request for future reference.  
SAAR#: 146791


Application Access Request For: DISP

Requested Roles DLA Disposition Services Prod EX - RTD Customer DOS-413

Last Name Doe

First Name Jane

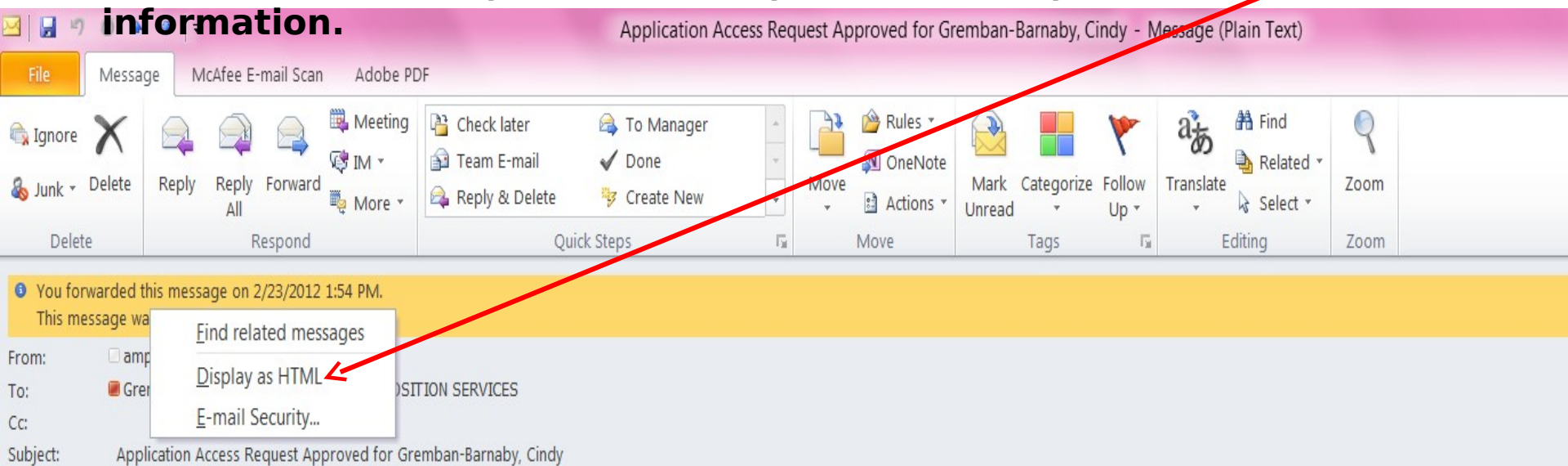
MI





# EMAIL Confirmation

**1. This is an example to show you what the email notification will look like. Select “Display as HTML” so you can quickly see the information.**



The following request has been approved and created: Please contact the help desk at (804) 279-4357 to obtain your password.

## Request Detail

Request Number (SAAR) 146808

Requestor Gremban-Barnaby, Cindy

Request Type Add Job Role Request

Date Submitted Wed Feb 22 23:42:15 EST 2012

Date of Approval Wed Feb 22 23:50:59 EST 2012

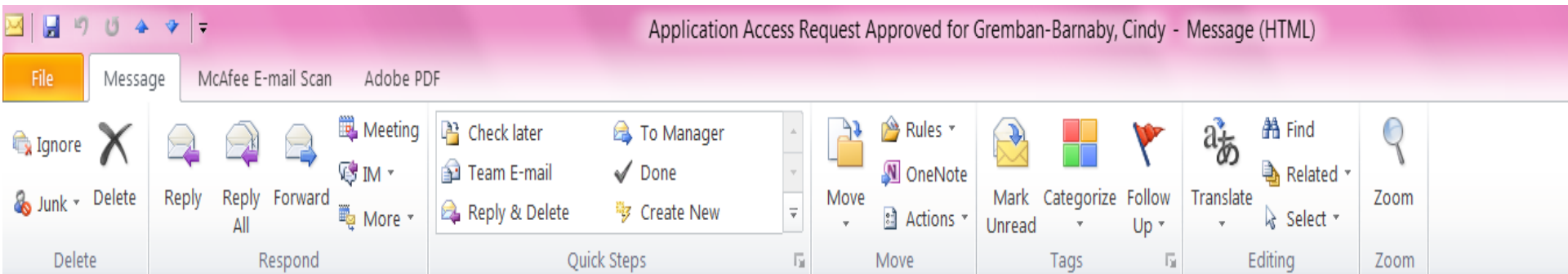
Requested Application DISP

Requested Roles [DLA Disposition Services Prod EX - RTD Customer DDS-413, DLA Disposition Services Prod EX - ETID Customer DDS-514]



# EMAIL Confirmation

**This email is in the HTML format and is much easier to read and**



You forwarded this message on 2/23/2012 1:54 PM.

From: ☐ amps\_user@dla.mil

To: ☒ Gremban-Barnaby, Cynthia DLA CIV DISPOSITION SERVICES

Cc:

Subject: Application Access Request Approved for Gremban-Barnaby, Cindy

**The following request has been approved and created: Please contact the help desk at (804) 279-4357 to obtain your password.**

## Request Detail

|                       |                              |
|-----------------------|------------------------------|
| Request Number (SAAR) | 146808                       |
| Requestor             | Gremban-Barnaby, Cindy       |
| Request Type          | Add Job Role Request         |
| Date Submitted        | Wed Feb 22 23:42:15 EST 2012 |
| Date of Approval      | Wed Feb 22 23:50:59 EST 2012 |




# Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems.. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - **After the systems are in session, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form.**



# Accessing the DLA Enterprise External Business Portal

1. This is the DLA Enterprise External Business Portal at <https://business.dla.mil>
2. Click on “Registered Users Login Here”
3. **IMPORTANT NOTE:** The new RTD Web and ETID applications will be available soon. Watch the DLA Disposition Services Web Site for updates.



The screenshot shows the DLA Enterprise External Business Portal homepage. A red arrow points to the "Registered Users Login Here" button in the left sidebar. The main content area features a large image of soldiers raising the American flag, with the text "AVAILABLE SERVICES" above it. The right sidebar contains a "MULTIMEDIA" section with a video player showing the DLA Director and the text "WE ARE DLA". Below the video is a "We Are DLA" logo and the text "See why DLA is the American military's global logistics provider".

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Friday, February 24, 2012  
DLA Systems

**DLA Enterprise Business External Portal**

**Registered Users Login Here**

**WE ARE DLA**

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT ENHANCEMENT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

**AVAILABLE SERVICES**

**MULTIMEDIA**

**WE ARE DLA**

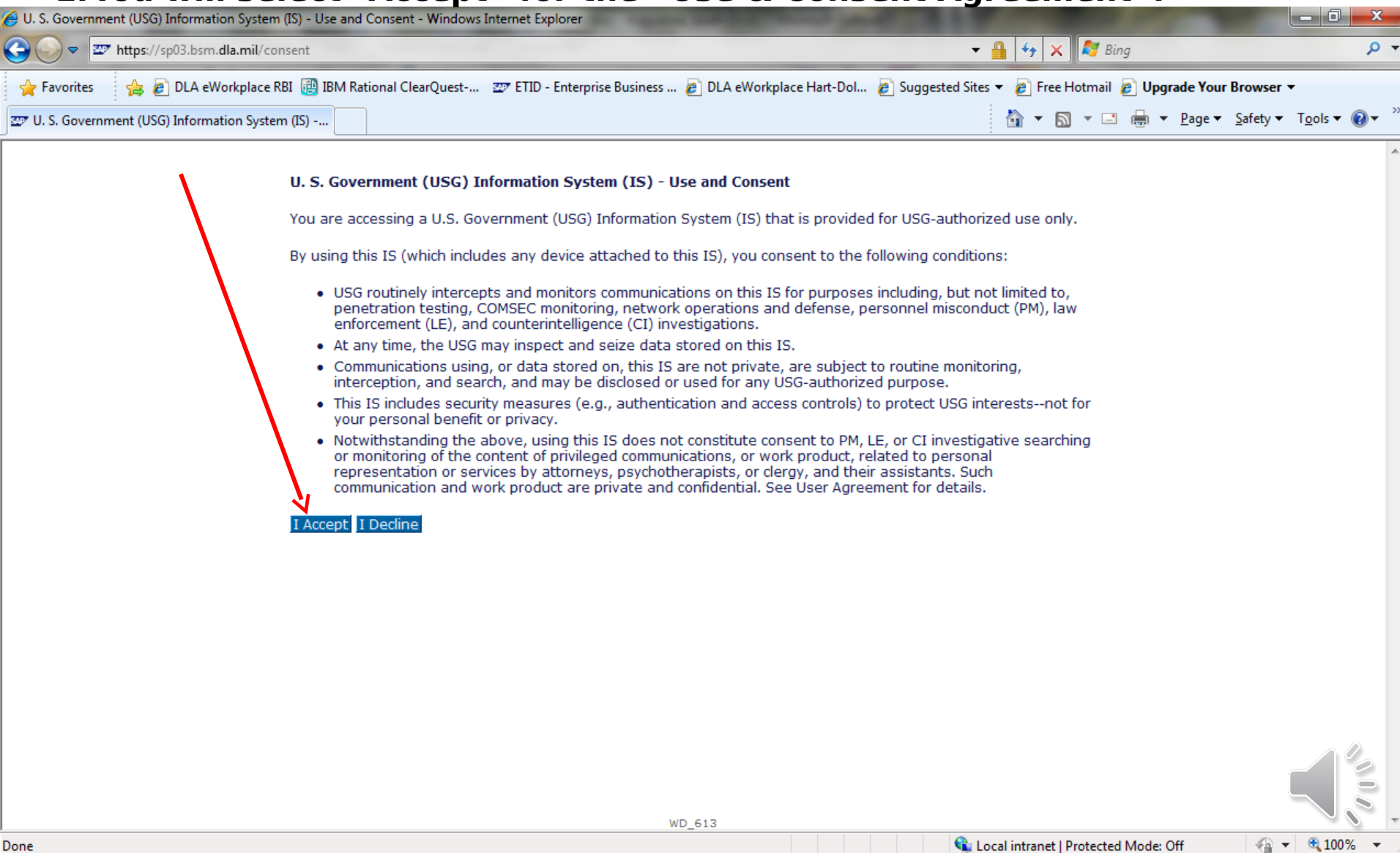
DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

**We Are DLA**

See why DLA is the American military's global logistics provider

# Use & Consent Agreement

## 1. You will select “Accept” for the “Use & Consent Agreement”.



U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

[I Accept](#) [I Decline](#)

WD\_613

Local intranet | Protected Mode: Off



# User ID & Password

**Enter your User ID and Password that you created during the Registration process.**

Internet Explorer provided by Proxy Consolidation USE6

https://businessportal.dla.mil/irj/portal

File Edit View Favorites Tools Help

Favorites Suggested Sites Boss Web CAMS DRMS Homepage DRMS WebMail Phone Directory TEAMS TechWeb WebDocs

Enterprise Business System External P...

DLA Enterprise Business External Portal

Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helpdesk. Contact information can be found by selecting your system from the DLA System list at <https://business.dla.mil>

Username \*

Password \*

Log on

© 2011 Defense Logistics Agency. All rights reserved.



# External Portal Homepage

You will see links to the applications you have been granted access to.

DEFENSE Disposition Services ENTERPRISE PORTAL smith [Log Off](#)


Welcome

Welcome to DLA Enterprise External Portal | External Portal Utilities

Thursday, September 29, 2011


<--External Portal System Messages-->: All systems are operational

- 1 | [DLA Business Portal](#)
- 2 | [DLA Business Portal Capabilities](#)
- 3 | [DLA Business Portal Navigation Tips](#)
- 4 | [Department of Defense](#)
- 5 | [DLA Homepage](#)



DLA External Business Portal

[About DLA](#) | [Privacy and Security Notice](#) | [508 Compliance Statement](#)





# RTD Web Registration Form

1. Here is the RTD Registration Form. Each system will have a registration form which requires data needed for that application. Some of the data may be pre-populated. Review and complete the required registration process and select "Submit".
2. This information is processed by the System POCs.

Reutilization / Transfer / Donation (RTD)  
Customer Registration Page

**User Information**

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Title:                              | <input type="text"/>             |
| * First Name:                       | <input type="text"/>             |
| * Last Name:                        | <input type="text"/>             |
| * Organization Name:                | <input type="text"/>             |
| * Work Address Line 1:              | <input type="text"/>             |
| Work Address Line 2:                | <input type="text"/>             |
| * Work Address City:                | <input type="text"/>             |
| * Work Address State:               | <input type="text"/>             |
| * Work Address Zip:                 | <input type="text"/>             |
| Country:                            | <input type="text" value="US"/>  |
| * Work Phone:                       | <input type="text"/>             |
| Work Ext:                           | <input type="text"/>             |
| Work Fax:                           | <input type="text"/>             |
| * Work Email:                       | <input type="text"/>             |
| Customer Type:                      | <input type="text"/>             |
| Do you have a Common Access Card?   | <input type="text" value="No"/>  |
| Do you have a Security Certificate? | <input type="text" value="No"/>  |
| Opt-out of all email?               | <input type="text" value="No"/>  |
| Receive NIIN notification email:    | <input type="text" value="Yes"/> |
| Receive property receipt email:     | <input type="text" value="Yes"/> |



# Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to [DLAContactCenter@dla.mil](mailto:DLAContactCenter@dla.mil). Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to [support.services@dla.mil](mailto:support.services@dla.mil). Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** (<https://business.dla.mil> ) will have a link to a job aid
- **DLA Disposition Services Web Page** (<http://www.dispositionservices.dla.mil>) will have a link on the home page called “Change” that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

